

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

GROUP A - EXAMINATIONS GIVEN ON A REGULARLY SCHEDULED BASIS

Titles which require a written test (Multiple choice)

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| Account Clerk I-II | Executive Secretary I-II-III Opt 2 & 3 | Office Coordinator, Opt 1, 2, 3& 4 |
| Account Technician I-II | Forensic Scientist Trainee, Opt A,B,C | Office Specialist, Opt 1, 2, 3& 4 |
| Administrative Services Worker Tr | Highway Maintainer (See below) | Plant Maintenance Engineer I-II |
| Automotive Attendant I-II | Human Resources Assistant, Opt. 1 & 2 | Public Aid Eligibility Asst |
| Automotive Mechanic Opt 1, 2, 3(See below) | Human Resources Associate, Opt 1 & 2 | Rehabilitation Case Coordinator I (Typing req) |
| Building/Grounds Laborer | Human Resources Trainee, Opt 1 & 2 | Residential Care Worker, Opt A & B |
| Building/Grounds Maintenance Worker | Human Rights Investigator I | Residential Care Worker Tr -Cook/Morgan Co |
| Buyer Assistant | Insurance Analyst I & II, Opt 2 (SQ) | Revenue Tax Specialist Tr |
| Clerical Tr | (Opt. 2 Group Insurance/Benefits, no typing req.) | Security Therapy Aide Tr |
| Communications Equipment Technician I | Intermittent Clerk, Opt 1 & 2 | Site Interpreter |
| Correctional Counselor II | Intermittent Laborer - Maintenance | Site Security Officer |
| Corrections Food Service Supv I (See below) | Laboratory Assistant | Site Technician I-II |
| Corrections Parole Agent | Maintenance Equipment Operator (See below) | Stores Clerk |
| Data Processing Administrative Specialist | Maintenance Worker | Support Service Worker |
| Data Processing Specialist | Meat & Poultry Inspector Tr | Switchboard Operator I |
| Data Processing Technician | Natural Resource Technician I | Telecommunicator Tr (Typing required) |
| Data Processing Technician Tr | Office Administrator I-II-III-IV-V, Opt 1, 2 & 3 | Unemployment Insurance Rev Analyst I |
| Electronic Equipment Installer/Repairer | Office Aide | Unemployment Insurance Rev Analyst II |
| Employment Security Program Rep - Int | Office Asst, Opt 1, 2, 3& 5 | Unemployment Insurance Rev Specialist |
| Employment Security Service Rep. | Office Associate, Opt 1, 2, & 3 | Veterans Employment Rep I |
| Environmental Protection Specialist I-II | Office Clerk, Opt 1, 2, & 5 | (opt. 1 Qualified Veteran) |
| | | (opt. 2 Qualified Service Connected Disabled Veteran) |

Separate application is required for each level and option.

The **Highway Maintainer** examination requires possession of a valid commercial drivers license, Class "A" with endorsements of "N" (tankers) or "X" (tankers with hazardous materials) and non-restrictive air brakes. **CDL PERMITS ARE NOT ACCEPTED.**

The **Automotive Mechanic** option 1,2, & 3 and **Maintenance Equipment Operator** examinations require the possession of a valid Class "A" or Class "B" commercial drivers license (CDL). **CDL PERMITS ARE NOT ACCEPTED.**

The **Corrections Food Service Supervisor I** examination requires possession of **current** Public Health Food Service Sanitation Certificate.

Guide to Options:

Automotive Mechanic: 1-General, 2-Truck & Welding, 3-Medium/Heavy Trucks **Forensic Scientist Trainee:** A-Firearms/Tool Marks, Latent Prints, Questioned Documents & Imaging Photography laboratory disciplines, B-Trace Chemistry/Microscopy, Drug Chemistry & Toxicology laboratory disciplines, C-Biology & DNA laboratory disciplines **Human Resource Series:** 1-General, 2-Typing **Office Series:** 1-General, 2-Typing, 3-Dictation, 4-Computer or 5-Mail and Messenger (where applicable to title)

Residential Care Worker, Opt A General, **Opt B** Cert. Nurse Asst.

Titles graded based on Training & Experience (TRAEX)

Applications are graded based on training & experience listed on the CMS application. Mail to: CMS, Room 500 Stratton Bldg., Springfield, IL 62706

Separate application is required for each level and option.

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|--|---|--|
| Accounting and Fiscal Administration Career Tr | Health Facilities Surveillance Nurse | Motorist Assistance Specialist |
| Aircraft Pilot II | Hearing and Speech Associate Opt A&B | Paralegal Assistant |
| Behavioral Analyst Associate | Hearing and Speech Specialist Opt A,B,C | Psychologist I-II-III |
| Chemist I | Information Services Specialist I-II Opt. A,C,M & S | Psychologist Associate |
| Child Protection Associate Specialist | Information Systems Analyst I-II-III Opt. A,C,M & S | Public Service Administrator, Opt 1-8 |
| Child Protection Specialist | Information Systems Planner | Registered Nurse I-II |
| Child Welfare Associate Specialist | Insurance Company Financial Examiner Tr | Rehabilitation Counselor Tr |
| Child Welfare Specialist | Internal Auditor I | Revenue Auditor Tr |
| Clinical Laboratory Technologist I Opt A&B | Internal Auditor Tr, Opt 1 & 2 | Senior Public Service Administrator, Opt 1-8 |
| Corrections Medical Technician | Internal Security Investigator I-II | Social Services Career Tr |
| Disability Claims Adjudicator Tr. | Library Associate | Social Worker I-II-III |
| Educator Opt A,B,C,D | Licensed Practical Nurse I-II | State Police Evidence Technician I-II |
| Environmental Protection Engineer I-II | Life Science Career Tr Opt A,E,J,K,M | Technical Advisor I |
| Environmental Protection Geologist I | Lottery Sales Representative | Veterans Nursing Asst - Certified |
| Guardianship Representative | Lottery Telemarketing Representative | |
| Habilitation Program Coordinator | | |

Guide to Options:

Clinical Laboratory Technologist: A-Medical Technology, B-Cytology **Educator:** A-Elementary, B-Secondary, C-Special Population, D-Transitional Bilingual

Hearing & Speech series: A-Audiology, B-Speech/Language Pathology, C-Speech Language/

Impaired Certified **Information Services Specialist/Analyst series:** A-Applications Services, C-Client Services, S-Systems Services, M-Multi/Other Services

Internal Auditor Trainee: 1-General, 2-Accounting

Life Science Career Trainee: A-Agriculture, E-Environmental Protection Agency, J-Natural Resources/Conservation, K-Public Health, M-Natural Resources/Mines & Minerals **Public Service Admin:** 1-General Admin/Business/Marketing/Labor/Personnel, 2-Fiscal Management/Accounting/Budgeting/Internal Auditing/Insurance/Financial; 2B-Financial Regulatory, 3-Management Information Systems/Data Processing/Telecommunications, 4-Physical Sciences/Environmental, 5-Agriculture/Conservation, 6-Health & Human Services, 6B-Day Care Quality Assurance, 6C-Health Statistics, 6D-Health Promotion/Disease Prevention, 6E-Laboratory Specialist, 6F-Infectious Disease, 6G-Disaster/Emergency Medical Services, 7-Law Enforcement/Correctional, 8-Special License **Senior Public Service Admin:** 1-General Admin/Business/Marketing/Labor/Personnel, 2-Fiscal Management/Accounting/Budgeting/Internal Auditing/Insurance/Financial, 2B-Financial Regulatory, 3-Management Information Systems/Data Processing/Telecommunications, 4-Physical Sciences/Environmental, 5-Agriculture/Conservation, 6-Health & Human Services, 7-Law Enforcement/Correctional, 8-Special License; 8I-II Auctioneer License, 8Z-Certified General Real Estate Appraiser License or Certified Residential Real Estate Appraiser License.